

*File -  
Completed Cases.*

STAT

16 FEB 1962

MEMORANDUM FOR: Mr. John M. Carroll  
The White House

Following our telephone conversation of last Friday, I have reviewed the status of [ ] an employee of this Agency who has written to the Honorable Thomas F. Johnson of Maryland regarding retirement.

STAT

The Agency, in January of 1960, adopted a policy which encourages employees to retire as soon as they are eligible to do so under the Civil Service Retirement System. The policy was established by the Director of Central Intelligence as being in the best interests of the United States. Employees are accordingly expected to retire upon completion of thirty years service at the age of sixty or at the age of sixty-two with five or more years service except when they are requested by the Agency to remain in service because they possess special skills and qualifications so greatly needed as to warrant an exception to the basic policy stated above. An Agency Retirement Board ensures uniform application of the retirement policy and considers the cases of employees who feel that immediate retirement would create undue hardships for them.

In November of 1960, [ ] was advised that he would not be asked to remain in service beyond September 1961, his date of eligibility for optional retirement, and that he should plan for his retirement on that date or ask that his case be considered by the Retirement Board. [ ] presented his case to the Board and was granted an extension of one year to provide him with time for personal planning.

STAT

## Distribution:

0 & 1 - Addressee  
1 - [ ]  
1 - Mr. Houston Emmett D. Nichols  
1 - Dr. Guthe Director of Personnel  
1 - [ ]  
1 - OPF-[ ]  
1 - D/Pers reader chrono  
OP/POD/[ ] lpc (16 Feb 62)  
Retyped: OD/Pers/[ ] sjc (16 Feb 62)